

# Business Digital Literacy

Levels: Grades 8

Units of Credit: 0.50

CIP Code: 52.0420

Core Code: 32-02-00-00-170

Prerequisite: Keyboarding I or Keyboarding Applications

Skill Test: None



## COURSE DESCRIPTION:

This course is an introduction to computer literacy. Students will have opportunities to use technology and develop skills that encourage creativity, critical thinking, productivity, and collaboration in the classroom and day-to-day life. Skills will be demonstrated by creating a project for a different content area. This course is aligned with national and international standards and the Utah Core to prepare students across multiple levels of skills. Students will complete this course with a prerequisite to move into the high school Computer Technology course.

## CORE STANDARDS, OBJECTIVES, AND INDICATORS:

**STANDARD 1:** (Creativity and Innovation) Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology (NETS-1, 4, & 6).

**Objective 1:** Demonstrate understanding of basic uses and processes of computers (RST 6-8.4).

1. Develop understanding of computers at home, in school, and throughout the world.
2. Develop understanding and awareness of the benefits and dangers of using the Internet.

**Objective 2:** Accurately identify and use the monitor, keyboard, and mouse.

1. Describe and demonstrate understanding of functions, uses and types of the monitor, keyboard, and mouse.
2. Demonstrate accuracy in using the monitor, keyboard, and mouse.

**STANDARD 2:** (Communication and Collaboration) Students will use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others (NETS—2, 3, 5, & 6).

**Objective 1:** Determine the meaning of common computer terminology (RST 6-8.4).

1. Identify the primary hardware components of a computer.
2. Define and understand the function of an operating system.
3. Define and understand the terms program and data.
4. Define and understand the term network and identify the benefits and responsibilities of networking
5. Define and understand the term *Internet* and identify the benefits, dangers, and responsibilities of using the Internet.

**Objective 2:** Understand computer performance and features (RST 6-8.10).

1. Identify and compare the features of different types of computer.
2. Explain the role of memory.
3. Explain the basics of computer performance and productivity.
4. Describe and understand different types of productivity programs and their uses.
5. Describe and understand different types of communication programs and their uses.
6. Describe and demonstrate the ability to use educational and entertainment programs.

**STANDARD 3:** (Research and Information Fluency) Students apply digital tools to gather, evaluate, and use information (NETS-3).

**Objective 1:** Analyze and use the Internet and the World Wide Web (RST 6-8.9).

1. Identify the different components required for an Internet connection.
2. Distinguish between different types of Internet connections and the meaning of the term *bandwidth* in relation to those connections.
3. Explain how Web addresses work (e.g., parts of a URL—Web server, domain name, etc.).
4. Exhibit proficiency and understanding of how to use a browser to navigate the Web, find content, and evaluate sites.

**Objective 2:** Understand communication on the Internet (WHST 6-8.2, 6, & 8).

1. Demonstrate understanding of how e-mail works.
2. Write and send e-mail messages for a variety of purposes.
3. Manage e-mail messages (inbox, trash, search, etc.).
4. Identify the features, benefits, dangers, and uses of online communities.
5. Understand features and uses of instant messaging.
6. Explain and demonstrate understanding of how Web authoring software is used to create and publish Web pages.
7. Explain the meaning and uses of e-commerce.

**STANDARD 4** (Digital Citizenship) Students understand human, cultural, and societal issues relating to technology and practice legal and ethical behavior (NETS 5).

**Objective 1:** Understand and demonstrate knowledge of common features and commands (RST 6-8.3).

1. Identify the main components of the user interface.
2. Identify the purpose of commands on the menu bar.
3. Select and use appropriate buttons on the toolbar according to task and purpose.
4. Effectively use the pointer in a program.
5. Select and use appropriate text and characters in a program according to task and purpose.
6. Explain and use primary keyboard shortcuts and key combinations.

**Objective 2:** Demonstrate knowledge of word processing (RST 6-8.3) (WHST 6-8.6).

1. Perform basic tasks by using a word processor (RST 6-8.3).
2. Edit and format text.
3. Work with tables and pictures.
4. Work with language tools.
5. Identify the various benefits of using desktop publishing (DTP).

**Objective 3:** Demonstrate knowledge of Spreadsheets (RST 6-8.3 & 7) (WHST 6-8.6).

1. Identify the different components of a spreadsheet.
2. Enter data into a spreadsheet.
3. Perform basic mathematical operations in a spreadsheet.
4. Insert charts into a spreadsheet.
5. Explain the purpose of options available for printing a spreadsheet.

**Objective 4:** Demonstrate knowledge of presentation programs (RST 6-8.3 & 7) (WHST 6-8.6).

1. Identify the basic functionalities offered by presentation programs.
2. Create a new presentation.
3. Add graphics and multimedia to a presentation.
4. Identify the options available to print presentations in different formats.

**Objective 5:** Demonstrate knowledge of databases (RST 6-8.3 & 7) (WHST 6-8.6).

1. Describe and understand basic database concepts.
2. Create a database.
3. Create and understand records in a database.
4. Describe and understand database queries.
5. Describe, use, and understand reports.

**STANDARD 5:** (Technology Operations and Concepts) Students demonstrate a sound understanding of technology concepts, systems, and operations (NETS 6) (RST 6-8.8).

**Objective 1:** Demonstrate knowledge of computer security and privacy (RST 6-8. 8 & 10).

1. Define security and privacy as they apply to computing.
2. Identify various threats in the world of computers and explain their corresponding solutions.

**Objective 2:** Understand how to protect computers and data.

1. Identify various methods of protecting the operating system, software, and data on a computer.
2. Identify various ways of securing online and network transactions.
3. Identify common measures for securing e-mail and instant messaging transactions.

**Objective 3:** Understand how to protect home computers from security threats.

1. Identify common measures used to protect privacy.
2. Describe and understand how online predators work.
3. Identify the guidelines to protect children from online predators.

**Objective 4:** Understand how to keep a computer secure and updated.

1. Explain the purpose of different security settings on your computer.
2. Identify the options available for keeping your computer up to date.

**Objective 5:** Understand and demonstrate computer ethics.

1. Define *intellectual property* as it applies to computing.
2. Identify the various copyright violation acts and their preventive measures.
3. Identify the various legal concerns associated with information exchange.

**STANDARD 6:** Students will research and understand digital lifestyles topics (NETS 3 & 5) (RST 6-8.2, 3, & 4).

**Objective 1:** Define and analyze the modern digital experience.

1. Identify the benefits of the expanding scope of digital technology.
2. Explain how merging technologies expands the features of digital devices.

**Objective 2:** Understand and use digital audio.

1. Identify the characteristics of digital audio.
2. Explain the concepts of recording, copying, and converting digital audio.
3. Identify the features of advanced speech technologies.

**Objective 3:** Understand and use digital video.

1. Identify the characteristics of digital video.
2. Describe what digital video editing is and the various output formats for digital video.
3. Identify the features of different Web video technologies.

**Objective 4:** Understand and use digital photography.

1. Explain the benefits, features, and workings of a digital camera.
2. Demonstrate how digital images can be managed and edited.
3. Identify the features of different types of printers that are available for printing photos.

**Objective 5:** Understand digital technology and career opportunities.

1. Explain how digital technology enables different work environments.
2. Identify different career opportunities available in digital technology.

**Objective 6:** Understand computer operating systems

1. Explain the common functions of an operating system.
2. Identify the different components of the Windows XP interface.
3. Work with the Windows XP interface within programs.
4. Manage files and folders in Windows Explorer.
5. Perform basic file operations.

**STANDARD 7:** (Critical Thinking, Problem Solving and Decision Making) Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources through an integrated project with a General Education Class (NETS 2, 4, & 5).

**Objective 1:** Students will use **any or all** of the following in a project to be presented to the Computer Technology teacher **and** a cross-curricular teacher: document processing, spreadsheet, electronic, presentation.